



Quick Start Guide

Detailed instructions for using GRANTS are in the user guide and frequently asked questions (FAQ). These documents can be found at:

[GRANTS Public User Guide \(pdf\)](#) or [GRANTS FAQs \(pdf\)](#)

Here are some additional hints that will help you use GRANTS.

- 1) Internet Explorer: GRANTS runs best on Internet Explorer 6 - 9. If you are using Internet Explorer and the version is greater than 9, please turn on Compatibility View. Currently, GRANTS doesn't support other internet browsers like Firefox, Google Chrome, or Safari.
- 2) Navigation in GRANTS: GRANTS does not always respond to the browser back/forward arrows or other functions specific to Internet Explorer. Navigate GRANTS using the "back", "return" and "cancel" keys within the GRANTS application.
- 3) Save before navigating: GRANTS does not automatically save data you enter. Please remember to hit the "save" button at the bottom of the page before you move to another page.
- 4) Cutting and Pasting of Text: Most users prefer to create their proposals using a word processing program outside of GRANTS. When you are finished and ready to cut and paste text into GRANTS, check the GRANTS character limits for the cell you are entering information into. Make sure your text doesn't exceed the character limits. If you wrote your text in MS Word and want to check how many characters are in your text, go to Review then click on Word Count. This will give you a character count with spaces.
- 5) File Attachment Sizes: When using GRANTS, you can upload attachments while creating a proposal, entering a communication or submitting an invoice. Keep in mind that there is a 50 mb limit for each attachment upload in GRANTS. Reducing image resolutions, zipping files, and saving files as certain file types can help you save space and get the most out of 50 mb.
- 6) For Additional Help: Contact the GRANTS Administration staff. Our goal is excellent customer service, so please don't hesitate to call or email the GRANTS Administrators if you experience any problems. We are here Monday through Friday during normal business hours to assist you with any technical problems you may have.

We appreciate all customer feedback and suggestions, so if you have any questions or concerns please let us know.

Thank you,

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